



## Administrative Regulation 4117.1 Evaluations – Conflict of Interest

**Responsible Office:** Office of Human Resources

### **REGULATION**

1. It is the duty of both school district employees involved in an intimate or romantic relationship to avoid the evaluation by one such employee of the other. The employee who is chosen to evaluate his or her partner shall consult with the school district to select a suitable and qualified replacement. The evaluatee shall notify the school district to select a suitable and qualified replacement in the absence of action taken by his or her partner. When a replacement evaluator is selected pursuant to this policy, the school district shall respect the privacy of the two (2) employees involved in the intimate or romantic relationship and shall not create any record, or place in either employee's personnel file, the reason for the need of a replacement evaluator.
2. If, after an independent investigation, the school district learns that an evaluation is conducted in violation of this policy, the school district may take the following action, depending upon the circumstances:
  - a. Reevaluate the evaluatee for the evaluation period in question, which reevaluation will be conducted by a suitable and qualified replacement of his or her partner or former partner; and/or
  - b. Create a record in both employee's respective personnel files indicating that an evaluation was conducted in violation of this policy; and/or
  - c. Such other disciplinary action as deemed appropriate.

### **IMPLEMENTATION GUIDELINES**

1. This policy aligns with the District's Strategic Plan, *Envision WCSD 2015: Investing in Our Future*:
  - a. Goal 2, Recruit and Support Highly Effective Personnel, Objective 2.4 - Revise and Use New Evaluation Tools and Systems, and Develop a Professional Growth System For All Employees.
2. This policy complies with Nevada Revised Statute (NRS) Chapter 391, Personnel, and specifically:
  - a. NRS 391.311 through 391.3197: Suspensions, Demotions, Dismissal and Refusals to Reemploy; Reemployment.

3. This policy aligns with Board Policy 4117, Licensed Employee Probation and Evaluation.
4. The following Administrative Regulations and Administrative Procedures outline the process(s) the District will follow related to this policy:
  - a. Administrative Regulation 2112.1, Evaluation of Administrators, outlines the process to be used in evaluating certified administrators.
  - b. Administrative Regulation 4117.1, Teacher Probation and Evaluation
5. Evaluation Packets (Note: pursuant to the 2011 Nevada State Legislative Session, the evaluation forms for certified personnel will be revised for implementation not later than the 2013-2014 school year.)

**REVISION HISTORY**

Date	Revision	Modification
7/14/1998	1.0	Adopted